

## Mail/Courier Services

### DESCRIPTION OF MAJOR SERVICES

Mail/Courier Services provides interoffice, U.S Postal, and courier service to agencies, departments, and special districts within the county.

The Purchasing- Mail/Courier Services budget unit is an Internal Service Fund (ISF). As an ISF, unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

The division's main goal is to deliver each piece of mail in a timely and accurate manner to all county departments. Accomplishing this mail delivery process will ensure that quality service is provided to all its customers.

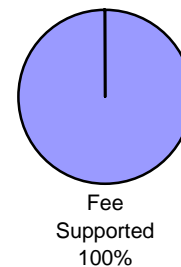
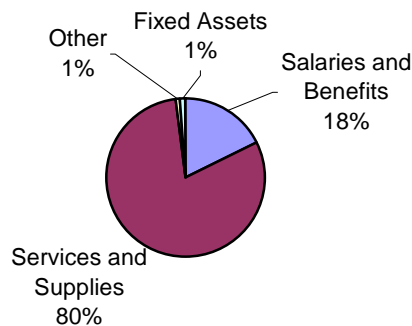
### BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	7,313,821	7,838,417	7,803,510	7,478,661
Departmental Revenue	7,419,258	8,067,704	8,000,000	7,648,362
Revenue Over/(Under) Expense	105,437	229,287	196,490	169,701
Budgeted Staffing		34.0		33.0
Fixed Assets	11,248	56,843	18,537	76,082
Unrestricted Net Assets Available at Year End	538,427		716,380	

#### Workload Indicators

Inter-office mail p/up-del	154,082	153,787	144,029	142,000
Inserting/intel insert	8,219,293	8,300,000	7,963,145	6,750,000
Folding/tab-label	11,746,024	13,200,000	12,431,976	9,750,000
Bus reply/postage due	267,877	320,000	256,973	264,000
Mail pieces processed	14,427,444	14,500,000	13,943,957	12,300,000

### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Internal Services  
DEPARTMENT: Purchasing  
FUND: Mail Courier Services

BUDGET UNIT: IAY PUR  
FUNCTION: General  
ACTIVITY: Mail & Courier Services

## ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
<b>Appropriation</b>								
Salaries and Benefits	1,123,917	1,257,763	84,345	-	-	1,342,108	(12,090)	1,330,018
Services and Supplies	6,592,612	6,470,172	6,262	-	-	6,476,434	(444,013)	6,032,421
Central Computer	2,278	2,278	2,091	-	-	4,369	-	4,369
Other Charges	2,172	17,741	-	-	-	17,741	(13,701)	4,040
Transfers	57,531	51,463	-	-	-	51,463	17,350	68,813
Total Appropriation	7,778,510	7,799,417	92,698	-	-	7,892,115	(452,454)	7,439,661
Depreciation	25,000	39,000	-	-	-	39,000	-	39,000
Operating Transfers Out	-	-	-	-	-	-	-	-
Total Operating Expense	7,803,510	7,838,417	92,698	-	-	7,931,115	(452,454)	7,478,661
<b>Departmental Revenue</b>								
Current Services	8,000,000	7,767,704	92,698	-	-	7,860,402	(212,040)	7,648,362
Other Revenue	-	300,000	-	-	-	300,000	(300,000)	-
Total Revenue	8,000,000	8,067,704	92,698	-	-	8,160,402	(512,040)	7,648,362
Revenue Over/(Under) Exp	196,490	229,287	-	-	-	229,287	(59,586)	169,701
Budgeted Staffing		34.0	-	-	-	34.0	(1.0)	33.0
<b>Fixed Asset</b>								
Equipment	-	-	-	-	-	-	40,000	40,000
L/P Equipment	18,537	56,843	-	-	-	56,843	(20,761)	36,082
Total Fixed Assets	18,537	56,843	-	-	-	56,843	19,239	76,082

DEPARTMENT: Purchasing  
FUND: Mail Courier Services  
BUDGET UNIT: IAY PUR

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
<b>2003-04 FINAL BUDGET</b>	<b>34.0</b>	<b>7,838,417</b>	<b>8,067,704</b>	<b>229,287</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	84,345	84,345	-
Internal Service Fund Adjustments	-	8,353	8,353	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>92,698</b>	<b>92,698</b>	<b>-</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BASE BUDGET</b>	<b>34.0</b>	<b>7,931,115</b>	<b>8,160,402</b>	<b>229,287</b>
<b>Department Recommended Funded Adjustments</b>	<b>(1.0)</b>	<b>(452,454)</b>	<b>(512,040)</b>	<b>(59,586)</b>
<b>TOTAL 2004-05 PROPOSED BUDGET</b>	<b>33.0</b>	<b>7,478,661</b>	<b>7,648,362</b>	<b>169,701</b>
<b>2003-04 FINAL FIXED ASSETS</b>		<b>56,843</b>		
<b>Board Approved Adjustments During 2003-04</b>				
Mid-Year Board Items	-	-	-	-
<b>Impacts to Fixed Assets Due to State Budget Cuts</b>		<b>-</b>		
<b>Department Recommended Changes in Fixed Assets</b>		<b>19,239</b>		
<b>TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET</b>		<b>76,082</b>		



## SCHEDULE C

DEPARTMENT: Purchasing  
 FUND: Mail Courier Services  
 BUDGET UNIT: IAY PUR

## DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Delete 1.0 Vacant Fiscal Clerk I position. This deletion is necessary to meet department reduction targets relating to decrease in services. Reduction cost of \$33,785 for the deleted position is offset by additional costs of \$21,695 for step increases.	(1.0)	(12,090)	-	12,090
2. Reduction in Services to Human Services System (HSS) and Other This reduction is due to elimination of the CIV Project from HSS and overall reduction of mail services.	-	(444,013)	-	444,013
3. Reduction in Other Charges Reduction is a result of a modular trailer not being lease-purchased that was budgeted in 2003-04.	-	(13,701)	-	13,701
4. Increase in Transfers Out This increase is based on reimbursing Purchasing (AAA PUR) for administrative support from a Staff Analyst II as a result of the September 23, 2003 Board action.	-	17,350	-	(17,350)
5. Reduction in Current Services Reduction in overall services and elimination of the CIV Project will result in a decrease in revenue.	-	-	(512,040)	(512,040)
<b>Total</b>	<b>(1.0)</b>	<b>(452,454)</b>	<b>(512,040)</b>	<b>(59,586)</b>

## DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Purchase of Mail Automated Equipment In order to automate the mailing meter machines, computer hardware and software will be purchased to expedite billings.	40,000
2. Reduction in Lease-Purchase of Equipment The amount due for principal on existing lease-purchases will decrease due to a modular trailer not being lease-purchased as budgeted in 2003-04.	(20,761)
<b>Total</b>	<b>19,239</b>

